



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

ATCC-RR (71-32)

18 Feb 99

MEMORANDUM FOR Commanders, U.S. Army ROTC Regions and Brigades

SUBJECT: Change in Frequency of IMPAC Purchase Reviews

1. Reference Cadet Command Policy Memorandum 33 - International Merchant Purchase Authorization Card (IMPAC) Procedures, dated 7 Nov 97, with change 1 dated 15 Jan 98.
2. The current IMPAC procedures require that the program manager, or designated representative, conduct quarterly reviews of each cardholder's purchase logs to ensure that all purchase transactions meet the legal requirements, and there is proper management and control of IMPAC purchases.
3. The workload involved in the collection of logs, reviewing purchases, taking corrective action, and reporting results through the region to this headquarters is overly burdensome. For this reason, the frequency of reviews will be changed from quarterly to semiannually to give added flexibility.
4. It is important that regions ensure each brigade reviews all senior and junior ROTC IMPAC purchases. This means a visual scan of the credit card purchase log to look for improper purchases and take action on the exceptions. The semiannual reviews will include the months of October to March, and April to September. Each region will have 60 days to submit their review results to this headquarters.
5. Disseminate this change to all senior and junior ROTC units.
6. Point of contact is Mrs. Grizzle at DSN 680-3936, (757) 727-3936 or FAX 2692.

// Signed by COFS for //

STEWART W. WALLACE
Major General, U.S. Army
Commanding